Naval Systems Data Support Activity

NSDSA

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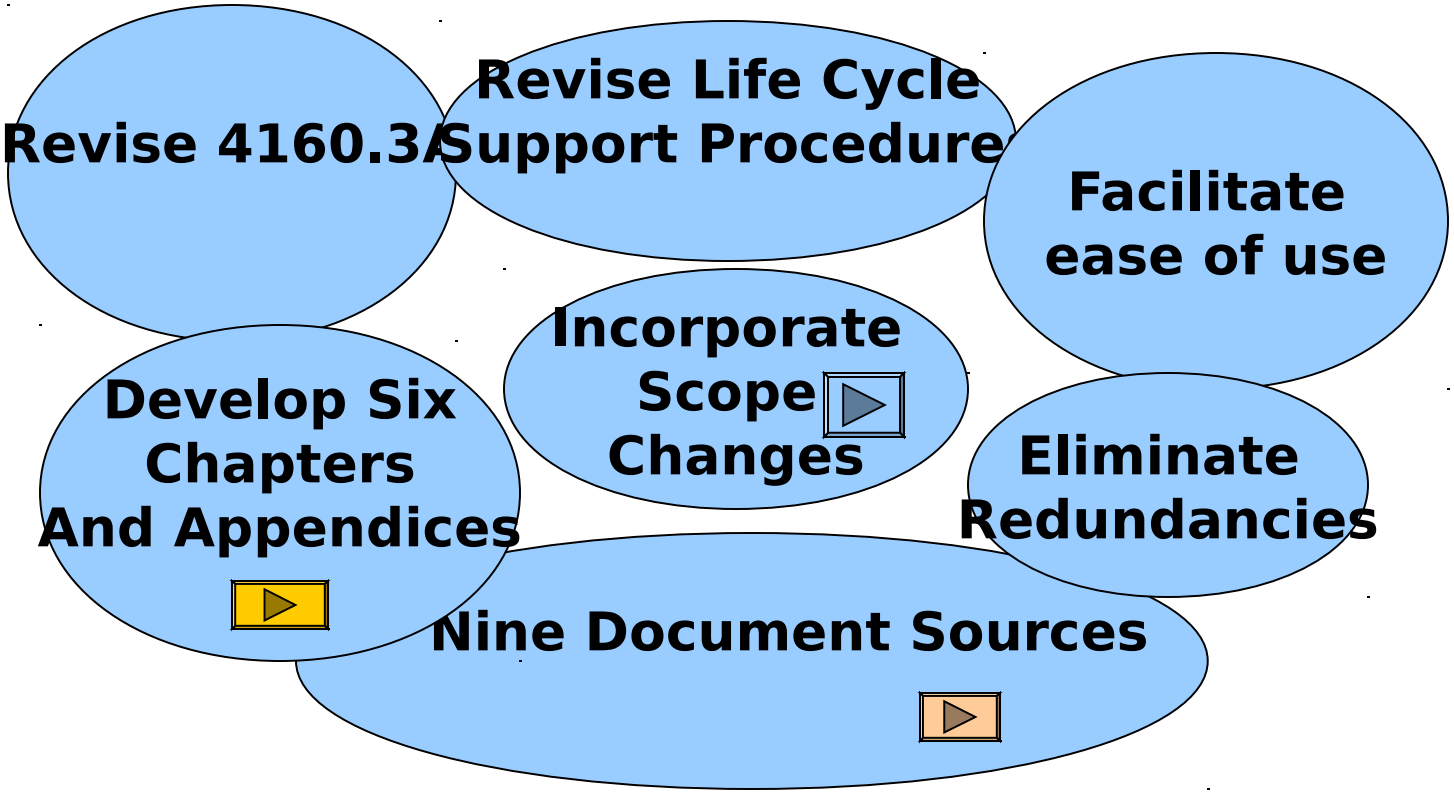
THIS PRESENTATION

- ✓ NAVSEAINST 4160.3A & Operations & Life Cycle Support Procedures Update
- ✓ TMMA Certification Present & Future
- ✓ Process Changes for:
  - TMMA Transfers
  - TMCR Waivers
  - ATIS Waivers

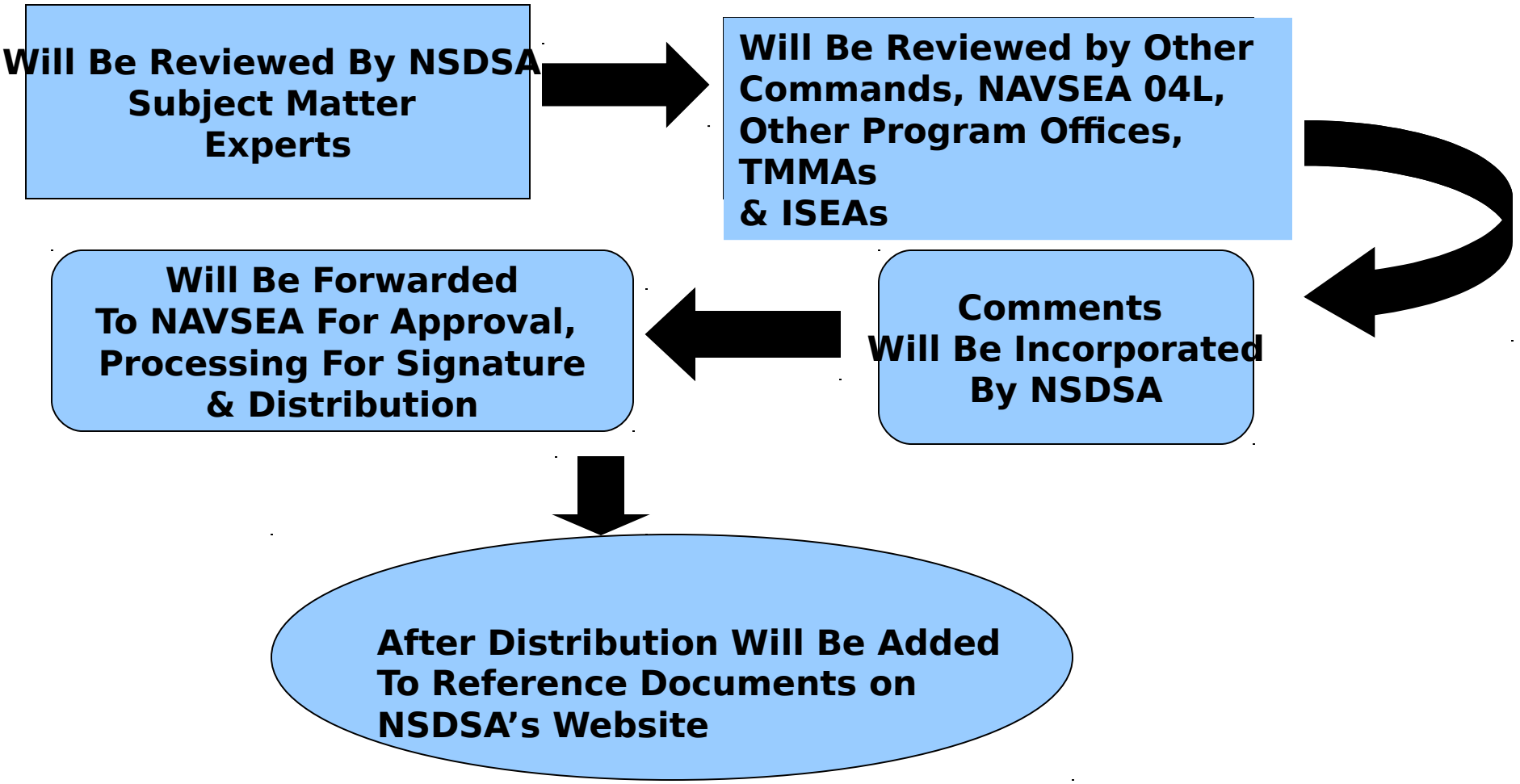
NAVSEAINST 4160.3A & S0005-AA-PRO-010/POLICY & PROCEDURES UPDATE

- New Team
- POA&M Being Completed
- Estimated Completion Date – April 2005

GOALS


Revise 4160.3A
Revise Life Cycle Support Procedure
Facilitate ease of use
Incorporate Scope Changes
Develop Six Chapters And Appendices
Eliminate Redundancies
Nine Document Sources

WHEN THE UPDATE IS COMPLETE THEN WHAT?


Will Be Reviewed By NSDSA Subject Matter Experts
Will Be Reviewed by Other Commands, NAVSEA 04L, Other Program Offices, TMMAs & ISEAs
Comments Will Be Incorporated By NSDSA
Will Be Forwarded To NAVSEA For Approval, Processing For Signature & Distribution
After Distribution Will Be Added To Reference Documents on NSDSA's Website

TMMA RESPONSIBILITIES (AS DEFINED IN NAVSEA INSTRUCTION 4160.3A

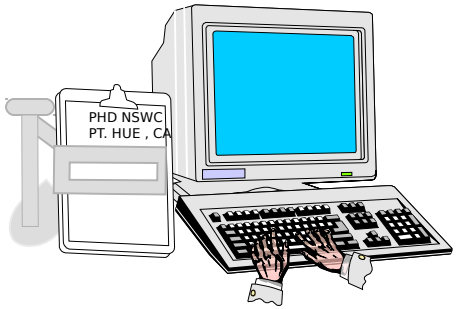
- Assign a trained TM POC for TM management coordination
- Develop written procedures at the shore activity level
- Manage or coordinate all TMs, changes and revisions
- Ensure all deficiencies are reviewed, analyzed and corrected

TMMA RESPONSIBILITIES (CONTINUED)

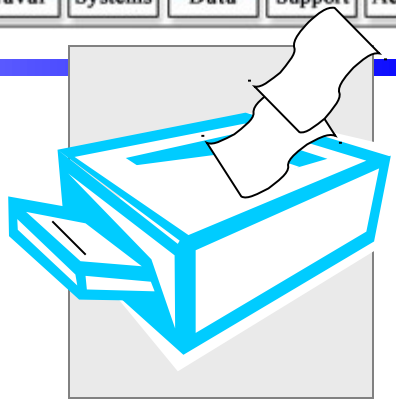
- Request TM & CDROM numbers from NSDSA
- Procure TMCRs/TMSRs
- Perform QA
- Certify all TMs, changes & revisions
- Designate an individual to sign certification sheets

TMMA RESPONSIBILITIES (CONTINUED)

- Become a certified printing activity (if TMMA is not certified, a certified printing activity must be utilized)
- Use TDMIS generated distribution lists
- Ensure proper quantities are printed for fleet use
- Identify TM data and keep TDMIS updated
- Store FRCs



LET'S GET CERTIFIED



BACKGROUND

- NEW TMMAs
- PROCESSES NOT BEING FOLLOWED
- POOR QUALITY TMs
- INCREASED TMDER BACKLOG
- TMs NOT AVAILABLE TO THE FLEET

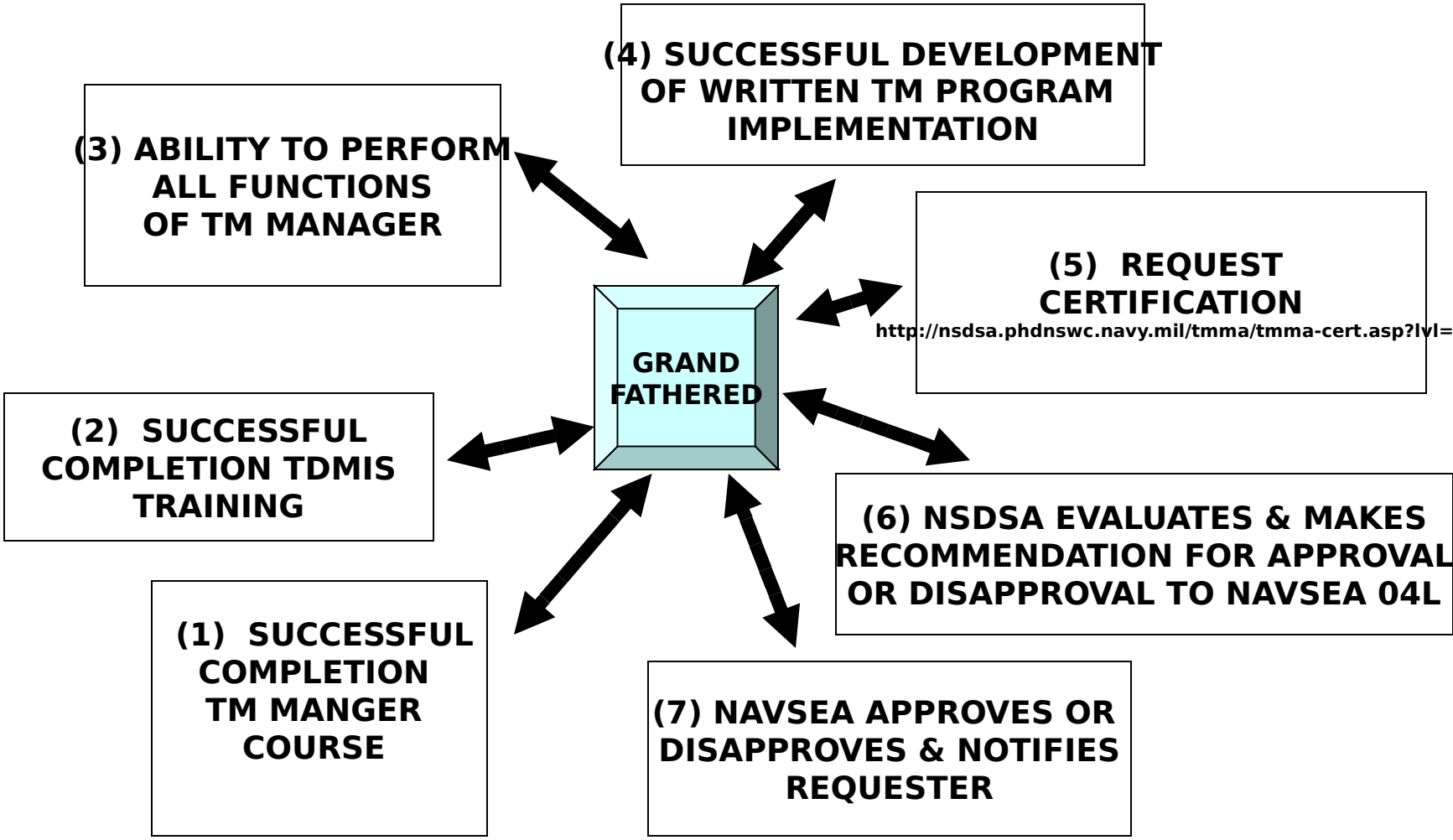
CERTIFICATION

- NAVSEA INITIATIVE
- THREE TYPES OF CERTIFICATION
- RECERTIFICATION EVERY THREE YEARS
- PROVIDES WEB BASED TRAINING

GOALS

- IMPROVED FLEET SUPPORT
- PERSONNEL TRAINED IN PROCE
- ENSURES CONSISTENCY OF TM TRAINING
- COULD BE USED TO CERTIFY OT SUPPORT PERSONNEL

CERTIFICATION TODAY


(4) SUCCESSFUL DEVELOPMENT OF WRITTEN TM PROGRAM IMPLEMENTATION
(3) ABILITY TO PERFORM ALL FUNCTIONS OF TM MANAGER
(5) REQUEST CERTIFICATION
http://nsdsa.phdnswc.navy.mil/tmma/tmma-cert.asp?lvl=
GRAND FATHERED
(2) SUCCESSFUL COMPLETION TDMIS TRAINING
(6) NSDSA EVALUATES & MAKES RECOMMENDATION FOR APPROVAL OR DISAPPROVAL TO NAVSEA 04L
(1) SUCCESSFUL COMPLETION TM MANGER COURSE
(7) NAVSEA APPROVES OR DISAPPROVES & NOTIFIES REQUESTER

CERTIFICATION FUTURE

(1) REQUESTER LOGS INTO THE TRAINING MODULE ON THE NSDSA WEBSITE COMPLETES A STUDENT PROFILE

(2) REQUESTER CLICKS ON TYPE OF CERTIFICATION THEY WISH TO OBTAIN

(3) REQUESTER COMPLETES THE WEB ENABLED TM PROCESS COURSE & PASSES TEST

(4) REQUESTER COMPLETES TDMIS TRAINING IN A CLASSROOM ENVIRONMENT (NOT REQUIRED FOR TYPE 1)

(5) REQUESTER FURNISHES EVIDENCE OF THEIR COMMAND'S TMMP IMPLEMENTATION POLICY (I.E. COMMAND INSTRUCTION, PROGRAM TM PLAN) (NOT REQUIRED FOR TYPE 1)

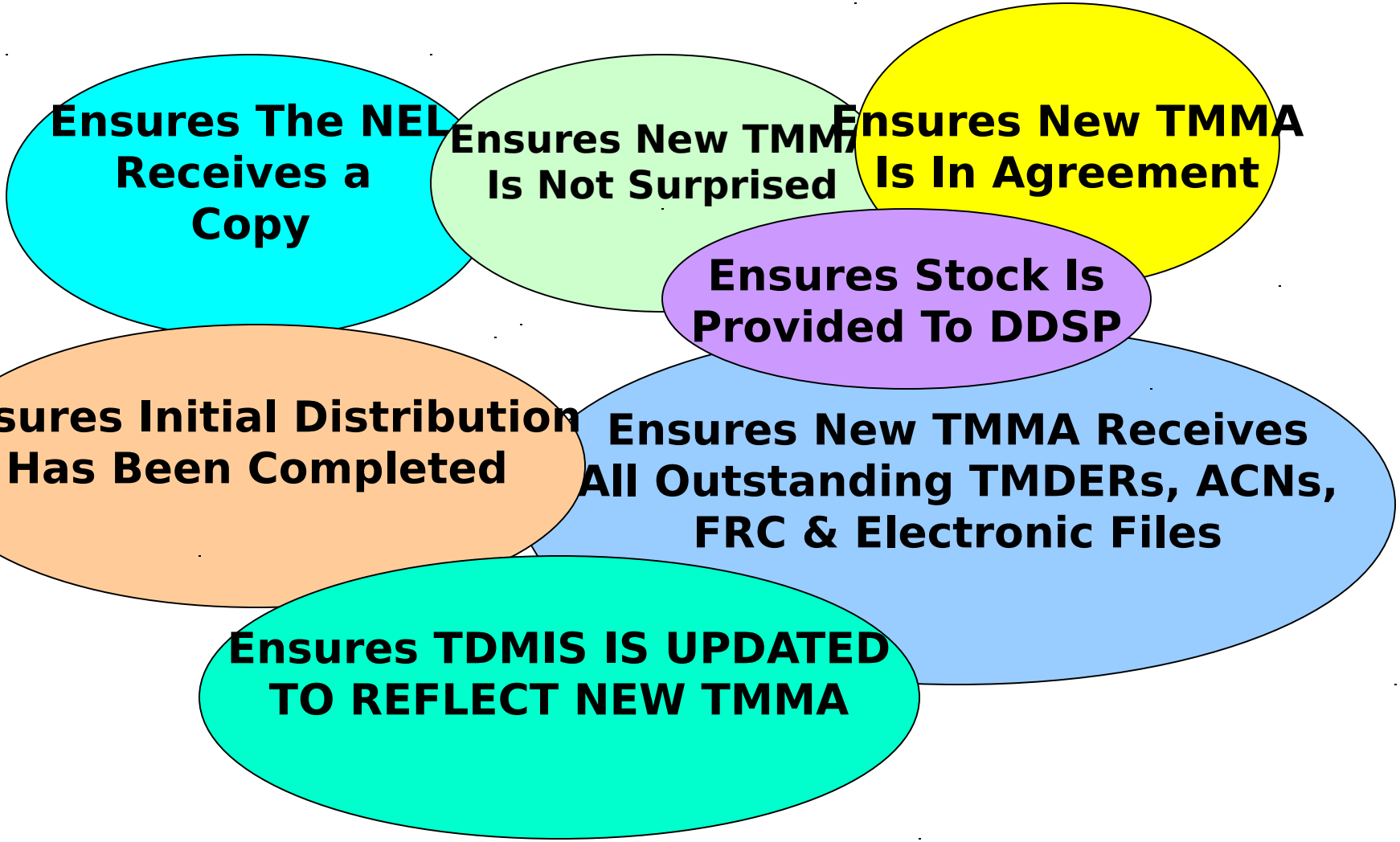
(6) REQUESTER LOGS BACK INTO THE TRAINING MODULE & APPLIES FOR CERTIFICATION BY COMPLETING QUESTIONNAIRE REGARDING ABILITY TO PERFORM FUNCTIONS & SUBMITS ELECTRONICALLY TO NSDSA

(7) NSDSA EVALUATES & RECOMMENDS APPROVAL OR DISAPPROVAL TO NAVSEA 04 L.

(8) NAVSEA APPROVES OR DISAPPROVES & INFORMS STUDENT VIA EMAIL

I'M CERTIFIED

WHY DO WE NEED A PROCESS FOR TMMA TRANSFER?


Ensures The NEL Receives a Copy
Ensures New TMMA Is Not Surprised
Ensures New TMMA Is In Agreement
Ensures Stock Is Provided To DDSP
Ensures Initial Distribution Has Been Completed
Ensures New TMMA Receives All Outstanding TMDERs, ACNs, FRC & Electronic Files
Ensures TDMIS IS UPDATED TO REFLECT NEW TMMA

TODAY'S PROCESS
TMMA TRANSFER

(1) TMMA COMPLETES WEB BASED TM MANAGER TRANSFER FORM AT http://nsdsa.phdnswc.navy.mil

(2) FORM IS TRANSMITTED TO NSDSA FOR EVALUATION

(3) REQUESTER & NEW TMMA NOTIFIED OF APPROVAL OR DISAPPROVAL VIA EMAIL

(4) TM RECORDS IN TDMIS ARE UPDATED TO REFLECT NEW TMMA

MY TM HAS BEEN TRANSFERRED CORRECTLY

TODAY'S PROCESS
TMCR & ATIS WAIVERS

(1) TMMA COMPLETES WEB BASED TMCR OR ATIS WAIVER FORM AT http://nsdsa.phdnswc.navy.mil

(2) FORM IS TRANSMITTED TO NSDSA FOR EVALUATION

(3) NSDSA MAKES RECOMMENDATION FOR APPROVAL OR DISAPPROVAL TO NAVSEA 04L

(4) NAVSEA 04L EVALUATES & INFORMS REQUESTER OF APPROVAL OR DISAPPROVAL VIA EMAIL

BACKUP SLIDES

S0005-AA-PRO-010 POLICY & PROCEDURES CONTENT SOURCES

- Policy from NAVSEAINST 4160.3B Draft of Jan 04
- SPAWARINST 4160.4
- S0005-AA-PRO-010 Revision 2 / E0005-AC-HBK-010 (TMMP)
- S0005-AA-GYD-070 (Guide for QA of NAVSEA TMs)
- S0005-AD-PRO-010 (IETM Process Plan)

CONTENT SOURCES (CONTINUED)

- SL160-AA-LST-010/EL160-AA-LST-010 (Baseline Word List)
- S0300-AX-GYD-010 (HM&E TM Production and Style Guide)
- S0005-AA-GYD-030 (User's Guide for NAVSEA TMs)
- S0005-AA-PRO-010 (Command Technical Manual Management)

POLICY & PROCEDURES STRUCTURE PROPOSAL

- Chapter 1 – Introduction and Policy
- Chapter 2 – Definition (Phase 1)
- Chapter 3 – Development (Phase 2)
- Chapter 4 – Distribution (Phase 3)
- Chapter 5 – Disposal (Phase 4)
- Chapter 6 – TM User & Library Maintenance
- Appendices

SCOPE CHANGES

- TM Managers shall become certified
- New & revised TMs shall be acquired, produced & delivered compliant with DON Policy on Digital Logistics Technical Data requirements
- TMs shall be ATIS compliant
- Paper TMs & digital TMs designed for page-oriented printing, distribution/stocking shall be compatible with TMPODS
- Only revisions shall be permitted for SGML, XML or HTML

SCOPE CHANGES (CONTINUED)

- Configuration information shall be provided for TDMIS
- NSNs shall be assigned to each digitized TM
- Volume ID Number shall be assigned to each CD-R, CD-RW, or DVD distributed as TM containers
- Certification sheets shall be required

SCOPE CHANGES (CONTINUED)

- All digital distribution of TMs, changes, & revisions, via web, LAN, intranet, file transfer, etc., shall be controlled with assigned distribution statements
- Commands shall use TDMIS
- Acquisition activities shall request TMCRs/TMSRs via SMART-T
- Activities updating or converting TMs under the cog of other TMMAs shall receive authorization from the TMMA of record prior to updating these TMs.

THREE TYPES CERTIFICATION

- TM User & Library Maintenance
- TM Management Support
- TM Life Cycle Management